



Granite Town Media

Advisory Committee

Meeting Minutes

28 May 2015

Present: Kevin Federico, Tim Finan, Joe Kasper, Mike McInerney, Tom Schmidt

Absent: Dave Alcox, Kevin Drew, Don Jalbert

Guests: Mike Putnam: Chairman Board of water and sewer commissioners

Call to Order:

Meeting called to order 7:00 PM

Expanded GTM meeting coverage – Water Department

- Mike Putnam attended to discuss Water and Sewer Commissioners concern about GTM covering their public meetings. At the Board of Selectman's request we prioritized additional meeting coverage and the Water department was considered a high priority due to their significant operating budget.
 - Mike P. stated there appears to be very little citizen interest in water and sewer department operation. No one attends their meetings nor have the commissioners been asked many questions about the department. Tim mentioned TV coverage would be beneficial communicating Water Department priorities to citizens.
 - Mike P. expressed concern as to the cost of covering their meetings. The only cost is incremental labor; no additional capital equipment is required. GTM pays videographers \$10-12 per hour so cost is the length of the meeting plus setup and teardown time.
 - Mike McInerney met with Dave Boucher Water Utilities Director and examined the water department conference room. The room is rather small making GTM equipment placement difficult, that issue needs additional study. GTM is also working to add a meeting room to Town Hall. Mike P. stated it was not practical to conduct Water and Sewer Commissioner business outside the waste water treatment plant as the commissioners need ready access to paper records.

Minutes

Minutes approved with correction.

Joe Kasper still needs to follow-up with Peggy, Town Clerk, to sign Oath of Office.

Financial Report

The capital equipment revolving fund balance is \$25,784.45. This was funded by three annual \$25,000 Comcast payments as specified in the 2011 seven year cable franchise renewal. This reflects the most recent expense of \$23,999 to upgrade BoS meeting room cameras.

Revenue from the 3% franchise fee is increasing slightly. Expenses are on target to meet 2015 budget goals. Community Media Director's salary is split 85% GTM and 15% General budget (web site support).

Franchise agreement still has several years to run. Discussed possible upgrade of PEG channels to HD. That is not something Milford is able to do unilaterally. Comcast stated eventually PEG will be upgraded nationwide to HD, but no commitment as to timeframe.

Estimated revenue from sale of obsolete GTM equipment is \$1,500. Mike needs to follow up with Finance Director to handle the proceeds.

Work Item Status

- Use 3rd PEG channel (22) for meeting coverage. Mike M. has begun using channel 22 for meeting overflow. Going forward channel 22 will be shared as follows:
 - 1) Public program submissions
 - 2) Meeting coverage overflow
 - 3) Bulletin board
- Oval Web Cam – Installed but Comcast Wi-Fi Access Point needs to be moved to improve signal. Once that occurs a link will be added to Milford web site. Not feasible to run wired connection between Comcast modem and oval camera.
- Move GTM equipment rack to Town Hall – still under investigation
- Additional Town Hall meeting rooms – after last month's meeting the committee investigated using the old Ambulance Bay dayroom as an additional meeting room suitable for GTM. During the walkthrough it became apparent the current break room behind the elevator lobby was better suited as a public meeting room and moving break room equipment to the old Ambulance dayroom would be a simple task. Mike M. will double check with Fire Department to see there are any safety concerns with adding a meeting room to Town Hall. Mike M. will contact Tina to get GTM added to the June 8th BoS agenda. At that meeting we will discuss:
 - 1) Using the existing break room as an additional meeting room suitable for GTM TV coverage. Lighting is fine; GTM will use the mobile camera kit. Mike M. will work up furniture cost estimate.
 - 2) Feedback on prioritization of additional meeting coverage.

Equipment Upgrades

- Mobile camera kit – Mike M. presented quote for mobile camera kit. This will allow GTM to use multiple cameras to cover meetings and sports events (except for BoS meeting room we are currently limited to a single camera). Preliminary

- quote is \$16,500 for 4 remoted controlled cameras and associated equipment. We already have enough audio equipment on hand.
- Laptop audio capture – Mike M. is still evaluating best option. Most probably will not be needed until the next town deliberative session.
 - Town Hall auditorium rear speakers – still planned as an upgrade, low priority.
 - EZStream Caching server – still waiting on recycled server.
 - Microphone shields – Mike M. has found a shield. This will control distance between person and microphone to improve audio quality.
 - Comcast audio problem – turned out to be a loose wire in the equipment cabinet.
 - BoS meeting room equipment failure – The splitter used to send video signal to 1) Comcast 2) EZStream 3) recorder failed. Unclear as to root cause. Rebooting the device the next day solved the problem; even though rebooting it the day of the meeting had no effect. The failure prevented GTM from covering one meeting.
 - Tim asked Mike M. to document equipment block diagram at HS and BoS meeting room and present at the next meeting.

Video Projects

- Spring sports – covering as many games as possible.
- Student manufacturing video – airing in rotation. Mike M. will add it to video on demand for Internet access.
- Probably not be able to cover the Fishing Derby.
- Library Presentation: Ladies Behind Bars: A History of Women in the Spirits Industry. Video is complete; Mike M. will follow up with the Library Directory to see if there are any copyright issues preventing GTM from airing the video.
- Police Department drug presentation at MHS was not covered.
- PSAs
 - 1) In Case of Emergency (ICE) Mike M. is working with Eric Schelberg Ambulance Director.
 - 2) July 1st Texting Law – currently running distracted driving PSA. Working with PD to produce multiple PSAs.
 - 3) Ticks & Clothing – running last year's PSA
 - 4) Possible fire awareness due to extreme dryness and fireworks safety.
 - 5) Water tank renovation and West Elm Street water main extension.

Work Session

18 June 2015 7PM to update Policy and Procedure manual, location TBD. Completion of the policy manual is timely as we have been approached about public channel submission requirements.

Upcoming Meeting:

25 June 2015 7 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 8:45 PM

Respectfully submitted: Tom Schmidt